Guide 2

Inspection and Command Self-Assessment Checklist

INSPECTION AND COMMAND SELF ASSESSMENT CHECKLIST

Physical Fitness Assessment (PFA)

1. Has the command conducted 2 PFAs per year in the last 4 years?
☐ Yes ☐ No

2. If no, did the command DEP/OP any PFAs in the last 4 years?
☐ Yes ☐ No ☐ N/A

3. If yes, did the command DEP/OP any BCAs in the last 4 years?
☐ Yes ☐ No ☐ N/A

4. If yes, did the command receive ISIC approval for BCA DEP/OP for PFAs in 2010?
☐ Yes ☐ No ☐ N/A

5. Does the Commander, CO, or OIC aggressively support the Physical Readiness Program per OPNAVINST 6110.1J? ☐ Yes ☐ No

6. Is there a command policy regarding mandatory PT requirements for command members?
☐ Yes ☐ No

Command Fitness Leader (CFL) Qualifications

7. Has a Command Fitness Leader (CFL) been designated in writing?
☐ Yes ☐ No

8. Does the CFL meet the following criteria?:

   a. E-6 or above preferred.
☐ Yes ☐ No

   b. CPR certified.
☐ Yes ☐ No

   c. Completed OPNAV CFL 40-hour training.
☐ Yes ☐ No

   d. If no, has the CFL been appointed more than 3 months?
☐ Yes ☐ No

   d. Achieved "Excellent" or better on PRT.
☐ Yes ☐ No

   e. Within maximum weight for height standards or less than 22% body fat if male or 33% if female.
☐ Yes ☐ No

   f. Non-user of tobacco products.
☐ Yes ☐ No

9. Has 1 ACFL per 25 command members been appointed in writing?

☐ Yes ☐ No

10. Do ACFLs meet PFA standards, non-user of tobacco products and CPR certified as required by the CFL?

☐ Yes ☐ No

11. Are physical fitness and nutrition education provided through General Military Training (GMT)? ☐ Yes ☐ No

12. Is a Fitness Enhancement Program (FEP) available during working hours to members not meeting Physical Readiness Test (PRT) and or body composition assessment (BCA) standards?

☐ Yes ☐ No

Administrative

13. Are hard copies of all PFA related paper work maintained on file for 5 years (PFA and FEP rosters, page 13's, LON, 10 week notice)? (4 years if prior to July 1 2011) ☐ Yes ☐ No

14. Are PFA results properly documented in member's FITREP or EVAL? ☐ Yes ☐ No

15. Does the CFL enter all command PFA results into PRIMS within 30 days of the command official cycle? ☐ Yes ☐ No

16. If no, were the extenuating circumstances that prevented data entry in the required time? ☐ Yes ☐ No ☐ N/A

17. Is the physical readiness of all command members assessed twice annually, no less than 4 months apart?

☐ Yes ☐ No

18. Do all members have a current PHA prior to participating in the PFA? ☐ Yes ☐ No

19. Are members requiring medical evaluation and clearance referred to medical department prior to participating in PRT?

☐ Yes ☐ No

20. Do members not meeting BCA and or PRT standards participate in a FEP until passing the PFA with an overall score of good or better? ☐ Yes ☐ No

21. Are all members, officers and enlisted, who fail to meet Physical Readiness Program standards subject to the

administrative actions outlined in OPNAVINST 6110.1J?

☐ Yes ☐ No

22. Are administrative actions for all members who do not meet Physical Readiness Program standards documented in a Page 13 or letter of notification to member? ☐ Yes ☐ No

23. Does the command support referral of overweight members to Shipshape or a registered dietitian if available through the medical department? ☐ Yes ☐ No ☐ N/A

24. Does FEP include a nutrition education component including distribution of the Navy Nutrition Resource Guide?

☐ Yes ☐ No

25. Does the CFL advise the chain of command on all Physical Readiness Program matters, including members needing assistance in meeting PFA, multiple PFA failures, and those requiring a medical board for 2 consecutive or 3 waivers in a 4-year period)? ☐ Yes ☐ No

26. Are all injuries and illnesses attributable to Physical Readiness Program activities reported to COMNAVSAFECEN?

☐ Yes ☐ No

27. Are all medical waivers approved by CO/OIC or designated Authorized Medical Department Representative (AMDR) prior to the PFA? ☐ Yes ☐ No

28. Is the CFL on the command check-in/check out sheet?

☐ Yes ☐ No

NUTRITION

29. Are healthy foods adequately advertised in the command's galley/messes? ☐ Yes ☐ No ☐ N/A

30. Are fruits and vegetables readily available for personnel working late shifts? ☐ Yes ☐ No ☐ N/A

PRIMS ASSESSMENT

31. Do the CFL maintain hard copies of all PFA waivers entered in PRIMS?

        ☐ Yes   ☐ No

32. Is the Command Detail Screen updated?   ☐ Yes   ☐ No

33. Are members enrolled in FEP properly tracked in PRIMS?

        ☐ Yes   ☐ No

34. Are Readiness Waivers documented in PRIMS?   ☐ Yes   ☐ No

Overall Assessment Comments:
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Inspector Recommendations:

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